

Aoyama, Joyce

From: Aoyama, Joyce
Sent: Tuesday, August 05, 2014 10:34 AM
To: Knittel, Janette
Cc: Carcia, David; Kahlo, Meaghan
Subject: RE: destruction form - Puyallup grant I-00048900

Categories: Record Saved - Shared, Blue Category

Janette,
You can recycle it after Paula signs the form.

Please make a copy for David and send the original to me. Thanks!

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CRC-163
(206) 553-2595 voice; (206) 553-0714 fax

From: Knittel, Janette
Sent: Tuesday, August 05, 2014 10:04 AM
To: Aoyama, Joyce
Cc: Carcia, David; Kahlo, Meaghan
Subject: RE: destruction form - Puyallup grant I-00048900

Joyce,
Thanks for your help. The file doesn't need to be shredded. I'll send the form to you after Paula and I sign it. Then can I go ahead and recycle the file or do I need to hear back from you first?
-Janette

From: Aoyama, Joyce
Sent: Monday, August 04, 2014 2:48 PM
To: Knittel, Janette
Cc: Carcia, David; Kahlo, Meaghan
Subject: RE: destruction form - Puyallup grant I-00048900

Janette,

Thanks for sending me the form for review. I made a couple edits and entered the information into Versatile. Please print it out and ask Paula to sign it. Please also add your autograph as well. If they need to be shredded, please add "Access" to the Destroyed by and "Mike Wells" to the Witnessed by. Let me know if you have questions. Thanks!

Note: shred day is tomorrow, so if you need to shred, you may need to get them into the locked bins today or very early tomorrow and get the form to me by COB today. Thanks!

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Knittel, Janette
Sent: Monday, August 04, 2014 2:26 PM
To: Aoyama, Joyce
Subject: destruction form - Puyallup grant I-00048900

Hi Joyce,
David said I should send you this form to review (attached). The file is a grant that closed more than 10 years ago.

Thanks,
Janette

Janette Knittel
U.S. EPA Region 10, Seattle, WA
Office of Water and Watersheds
206-553-0483
knittel.janette@epa.gov